

# Panel Review Home Page

## Panel Review Home Page

### Procedural Steps to Perform This Task:

1. In this page Proposals in the panel can be viewed in one of the following three grids:
  - Proposal Assignments Accepted
  - Proposal Assignments Waiting to be Accepted
  - Other Proposals

### **1.1 Proposal Assignments Accepted**

Proposal Reviews you have already accepted, with a reviewer category other than *Additional*, are available in this grid.

1. Select a Proposal to update the review. In the *Options* column, click the **Actions/Views** link and then click the **Update Reviews** link to start entering review comments for the Proposal.
2. You can update the review form and click the **Save and Submit** button to preview the comments entered.
3. You can choose to email a copy of the review to your primary email address by checking the *Email Myself a Copy* checkbox.
4. Submit the review to DOE by clicking the **Confirm** button. The task will be removed from your queue at this point.
5. If you wish to declare a COI for a review, then select the review and click the **Actions/Views** link and then click the **Declare Conflict of Interest** link. The review will still be available in the grid, but you will no longer be able to see the *Actions/Views* link in the *Options* column.

### **Proposal Assignments Waiting to be Accepted**

You can view all Proposal Reviews awaiting your action in this grid.

1. Select a Proposal Review, on which to start work. In the *Options* column, click the **Actions** link and then click the **Accept/Reject Assignment** link. This takes you to the *Proposal Review – Conflict of Interest Certificate* page.

### **Other Proposals**

Proposal Reviews you have already accepted, with the reviewer category *Additional*, are available in this grid.

1. Select a Proposal to update the review and click the **Actions/Views** link and then click the **Update Reviews** link in the *Options* column to start entering review comments for the Proposal.
2. In some scenarios, you will be able to see only the *Views* link under the *Options* column. This is intentional and has been set by DOE Office of Science to allow you to only view the Proposal.
3. Viewing the Proposal also requires you to sign the COI statement.

**Figure 1. Panel Review Home Page**

▼ Resources 

Supporting

Additional

### Solicitation

### Instructions

Refresh

## ▼ Proposal Assignments Accepted

Navigation icons: back, forward, search, and other controls.

Page size: 15

Go

0 items in 1 page(s)

Proposal ID	Institution	PI	Category	Status	Options
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All <input checked="" type="checkbox"/>	All <input checked="" type="checkbox"/>	

No Proposals Found.

Navigation icons: back, forward, search, and other controls.

Page size: 15

Go

0 items in 1 page(s)

▼ Proposal Assignments waiting to be Accepted

Navigation icons: back, forward, search, etc.

Page size: 15

Go

4 items in 1 page(s)

Proposal ID	Institution	PI	Category	Options
✓	✓	✓	All	▼ ✓

0000205322	Arizona Board of Regents for Arizona State University	Jiang, Nan	Additional	Accept/Reject Assignment
0000205320	Board of Trustees of the University of Illinois	Chiang, Tai	Additional	Accept/Reject Assignment
0000205335	Michigan State University	Syphers, Michael	Additional	Accept/Reject Assignment
0000205318	University of Washington	Cao, Guozhong	Additional	Accept/Reject Assignment

Navigation icons: back, forward, search, and other controls.

Page size: 15

Go

4 items in 1 page(s)

▼ Other Proposals

Navigation icons: Home, Previous, Current, Next, End.

Page size: 15

Go

0 items in 1 page(s)

Proposal ID	Institution	PI	Category	Status	Options
✓	✓	✓	All	All	✓

No Proposals Found.

Navigation icons: Home, Back, Forward, Search, and a list icon.

Page size: 15

Go

0 items in 1 page(s)

Cancel

Element	Description
Cancel Button	Click this button to go back to <i>Panel Review List</i> page.